
Collin County JJAEP
Juvenile Justice Alternative Education Program
2015-2016



4690 Community Ave.
McKinney, TX 75071
972-548-6458 Front Office

972-548-6466 fax
School Hours 8:00 a.m. - 3:00 p.m. Monday – Friday

This handbook is intended to be an accurate and reliable representation of the policies and procedures of the Collin County Juvenile Justice Education Program. Due to changes in county policies, department policies and the needs of the program and families we serve, amendments to this handbook may be necessary. It is the policy of the Collin County JJAEP that whenever any significant changes are made effecting daily operations, all program staff, juveniles, and parents will be notified.

NO PHONES OR RECORDING DEVICES ARE ALLOWED DURING THE INTAKE PROCESS.

JJAEP Staff

Ms. Felicia Chism	Director	972-548-6492
Ms. Kathy Owens	Asst. Director	972-548-6459
Ms. Julie Wyke	Secretary (Front Office)	972-548- 6458
Mr. John Lewis	JJAEP Officer	
Ms. Porche' Farmer	JJAEP Officer	
Mr. Jason Pettit	JJAEP Officer	
Mr. Blake Bourland	JJAEP Officer	
Officer Oscar Perez	SRO	972-548- 6415

MISD Staff

Ms. Cynthia Morton	Principal
Ms. Grace Harris	Asst. Principal
Ms. Sally Puckett	Social Studies/ Electives
Ms. Paris Brown	Special Education
Mr. Forrest Medcalf	Science
Ms. Jill Sewell	English
Ms. Kristen Thomas	Math
Mr. Mark Farley	Social Studies/ Electives
Ms. Tracy Worley	Classroom Aide

Chapter 1 Welcome

Welcome to the Collin County Juvenile Justice Alternative Education Program (JJAEP). The academic mission of the Collin County JJAEP is to allow students to perform at grade level. The staff at the JJAEP is committed to providing your child with a structured and safe environment in which he/she can make academic improvement while emphasizing appropriate behavioral changes needed for them to succeed at their home campus and in society. McKinney ISD provides qualified teachers to help students meet all of their educational needs.

Chapter 2 Purpose and Admission

2.01

This program is for students who have been expelled from their home campus. The JJAEP provides an opportunity for students to remain in school to continue to earn credits.

2.02

Students must be referred to Collin County JJAEP from their home campus. The student's parent or legal guardian must be present at the initial registration. At this time, they will receive all necessary paperwork that must be filled out and signed by staff, the student and parent or guardian.

Chapter 3 Terms of the Expulsion

3.01

Each student is required to successfully complete the number of expulsion days or until release date, which is assigned by their home campus.

Chapter 4 Transportation

4.01

Not all school districts provide transportation to the Collin County JJAEP. It is the responsibility of the parent to set up and maintain transportation for their child. Students that DO NOT use transportation provided by their home campus will need to be pickup **no later than 4:00pm at the JJAEP entrance doors.**

Riding the bus is a privilege and any misbehavior or disruption on the bus or at the bus stop may lead to loss of bus privileges. Bus privileges may be suspended indefinitely as a result of serious or persistent referrals.

Students may participate in community service at the Collin County Animal Shelter after school but it must be approved by administration.

4.02

Students are NOT allowed to drive to school, unless student is on Level 4 Blue. Student will have a meeting with administrators before permission is granted.

4.03

Transportation arrangements must be made prior to school dismissal. If staff has not been notified, students will be placed on his/ her home campus bus as usual.

Non- bus riders will only be allowed to leave with persons authorized by parent or guardian.

Authorized person must be over the age of 18 with a valid driver license to pick up a student.

4.04

Home Campus bus transportation numbers:

ALLEN ISD	972-727-0542
ANNA ISD	972-924-3955
BLUE RIDGE ISD	972-658-9028
FARMERSVILLE ISD	972-782-8241
FRISCO ISD	469-633-6150
MCKINNEY ISD	972-542-8316
NEVADA ISD	972-843-8432
PLANO ISD	469-752-0792
PRINCETON ISD	469-952-5400 ext.2
WYLIE ISD	972-429-2313 or 972-429-2316

Collin county staff will not arrange outside transportation.

***Dart on Call: North Central Plano- 972-658-2190 Plano Students**

***TAPS-1-800-256-0911**

Chapter 5 Attendance and Absences

5.01

A child between the ages of 6 and 17 is required to attend school each day during the instructional year unless otherwise legally exempt or excused. In keeping with the public school attendance laws in the State of Texas, students will be required to attend a minimum of 90% of the scheduled school days for each semester. Violation of these attendance laws will be reported to the Probation Office and the District Attorney's Office.

5.02

To receive credit for a class, a student must attend class at least 90% of the time that class is offered.

5.03

Students are responsible for requesting services and missing work from their teacher as needed.

5.04

Home campuses set the length of stay for each student that is assigned to this program. If a student is absent, (excused or unexcused) he / she may not receive attendance credit for the day and the day may not count towards the length of the expulsion.

5.05

Officers are on duty to supervise students starting **at 7:00 am- 4pm**. Students should not be dropped off before or picked up after that time as no supervision will be provided. Students arriving **after 7:45** will be considered tardy. Excessive tardies will result in disciplinary actions. Student must arrive no later than 7:45 a.m. every morning.

5.06

Absences will be made upon a day for day basis. After the 10th day of absence, the student will be referred to home districts for truancy.

5.07

If a student is ill or physically injured and will not be able to attend school, the JJAEP requires parent calls before 10:30 am, to report the absences. Front desk 972-548-6458 or Ms. O at 972-548-6459. If the absences are longer than three (3) days, documentation stating the nature of the illness from a licensed physician will be required upon returning to the JJAEP. Failure to provide this documentation will result in unexcused absences.

5.08

In the case that a student has doctor appointments, courts hearing, probation appointments, etcetera, please notify JJAEP staff on the day prior to absences and bring documentation upon returning to JJAEP. Failure to bring in documentation will result in unexcused absences.

Chapter 6 Medical

6.01

If a student becomes ill at school, it is the student's responsibility to let a JJAEP officers know, and at that time the officer will notify administration staff and parents will be notified.

6.02

If the student has a significant medical history regarding a specific condition, it is imperative this information be communicated in writing during enrollment. This includes any limitations in participations in the physical fitness programs.

6.03

No student will be allowed to carry medication while at school. If a student requires medication at school, the follow standards must be followed:

Prescription medicines:

1. The medicine must be in the original container and labeled for your child.
2. Specific directions as to the time of day that the medicine is to be administered/monitored must be provided.
3. It is the student's responsibility to ask for his/her medication at the scheduled time.

Non-prescription medicine:

1. The parent must provide the medicine.
2. It must be in its original packaging with student's name on it.
3. We must have specific written instructions, signed by the parent, as to when the medicine is to be ingested by the child. Please be advised that the student can only take the medication while the staff supervises the ingestion of the medication.

6.04

Students may carry prescription asthma medication, providing the following:

- Medication must be in the original container and label with the student's name, the name of medication, dosage, the time to be given, prescribing physician's name and phone number.
- The medication is taken in accordance with the physicians directions and that student would be self-administering their medication.

6.05

Medication that is found outside of the medication policy in the student code of conduct will be treated as an **illegal drug and law enforcement will be notified**.

6.06 Emergency Medical Treatment

If a student should have a medical emergency at school when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete an emergency care consent form. Parents should keep emergency care information (name of family doctor, emergency phone #'s, and medication allergies, etcetera) up-to-date. Please contact the JJAEP for any updates to the information. Collin County is not responsible for medical costs that may be associated with a student's illness or injury.

6.07

If the student develops an acute problem after enrollment, a physician's evaluation will be required and documentation from a physician must be provided to the JJAEP.

6.08 Immunizations

Policy states that no student may be admitted to attend public school unless the student complies with the immunization laws. An immunization record will be acquired from a student's home school. It will be reviewed periodically to assure compliance. When an immunization is required, a physician or public health official must validate it.

6.09

If your child needs glasses, please make sure that they have them every day for class. It is essential for every student to have the opportunity to learn and be able to comprehend all necessary material.

Chapter 7 Searches

7.01

All students entering the JJAEP shall be subject to daily and random searches, which shall include pat-down searches and use of metal detectors. Any contraband or prohibited items will be confiscated, and depending on what is, will be released at the end of the students' expulsion. Parents are not allowed to sign for property to be released early. Law enforcement officials will be notified of any illegal items of substances found and charges will be filed.

7.02

Approved items:

1. School Supplies
 - ❖ 2 packs of plain copy paper
 - ❖ 2 packs of standard size index cards white (lined)
 - ❖ 2 packs of #2 pencils
 - ❖ 2 boxes of Kleenex
 - ❖ Composition notebook
 - ❖ 1 box of GALLON clear Ziploc bags
 - ❖ 2 Plastic Black Pocket Folders
2. Lunch
3. Wallet- no money, unless notified by staff
4. Keys- staff will not hold or keep keys for students
5. Level behavior folders -provided by Collin County JJAEP

6. Jacket or Coat (hoods can be attached)
7. Female Products

7.03

Students should not bring money to the JJAEP Any money found on a student will be confiscated and given to personnel. Money will be released the last day of the child's expulsion. Exceptions will be made depending on the child's level, officer availability and planned activities (Field Trip).

7.04

No cell phones allowed at the JJAEP under any circumstances. If confiscated, JJAEP staff will not release until the last day of the expulsion.

7.05 Drug, Weapons, Gang Free Zone

Drugs on Campus

Collin County JJAEP supports a drug free school and work place. Any drug on campus is in violation of the JJAEP Zero Tolerance policy. Illicit drugs and unlawful possession and use of such will result in disciplinary action being taken and notification of law enforcement authorities. Random urinalysis will be conducted on any student at any given time while enrolled at the JJAEP

Gang-Free Zone

According to the Texas Education Code Chapter 37 and Sec. 71.028 of the penal code:

GANG-FREE ZONES. (a) In this section:

(1) "Institution of higher education," "playground," "premises," "school," "video arcade facility," and "youth center" have the meanings assigned by Section 481.134, Health and Safety Code.

(2) "Shopping mall" means an enclosed public walkway or hall area that connects retail, service, or professional establishments.

(b) This section applies to an offense listed in Section 71.02(a) (1), (4), or (7), other than burglary, theft, burglary of a motor vehicle, or unauthorized use of a motor vehicle.

(c) Except as provided by Subsection (d), the punishment prescribed for an offense described by Subsection (b) is increased to the punishment prescribed for the next highest category of offense if the actor is 17 years of age or older and it is shown beyond a reasonable doubt on the trial of the offense that the actor committed the offense at a location that was:

(1) in, on, or within 1,000 feet of any:

- (A) real property that is owned, rented, or leased by a school or school board;
- (B) premises owned, rented, or leased by an institution of higher education;
- (C) premises of a public or private youth center; or
- (D) playground;

(2) in, on, or within 300 feet of any:

- (A) shopping mall;
 - (B) movie theater;
 - (C) premises of a public swimming pool; or
 - (D) premises of a video arcade facility; or
- (3) on a school bus.

(d) The punishment for an offense described by Subsection (b) may not be increased under this section if the offense is punishable under Section 71.02 as a felony of the first degree.

Weapons

Only certified police officers acting in the scope of their authority may possess or carry a weapon within the JJAEP. Any student found to be in possession of a weapon will be in violation of the law and charges will be filed.

7.06 Smoking/ Tobacco Products

Students may not use tobacco products at school/courthouse or within 300 feet of school/courthouse property. Cigarettes, E-cigs, lighters, and all tobacco products will be disposed of.

Chapter 8 Emergency and Procedure Drills**8.01**

Students, teachers and JJAEP staff will participate in monthly emergency procedure drills. When drills are conducted, students shall follow the directions of the JJAEP staff quietly and in an orderly manner. Emergency evacuation routes shall be in the school facilities.

8.02

In the event that Collin County experiences hazardous weather, follow these procedures:

- Look to see if your child's school district is closed or delayed. If your child takes the bus, then the buses will not run or will be delayed. If delayed, call the ISD's transportation number provided during intake to check the schedule.
- If McKinney ISD is closed, then JJAEP will be closed.
- If Collin County Government Buildings (offices) are closed JJAEP will be closed.
- If McKinney ISD is delayed and Collin County is delayed, then the school will open at the reported time but make sure to check your local ISD's transportation.

Chapter 9 Meals**9.01**

Collin County provides a FREE lunch to any student at their request, consisting of two sandwiches, fruit, crackers and juice. Students have to request this on the sign-in sheet each morning. If students chose to bring their own lunch, they can ONLY bring:

- 2 sandwiches (no more than)
- Chips(1 bag)
- Fruit
- Drink (no glass, no energy drink, no alcohol and must be sealed)
- No silverware

Lunch must be brought in a GALLON zip lock bag with student's name on it EVERY DAY.

9.02

During lunch students will sit according to their level. Only level One Red students are not allowed to talk during lunch. Any left-over food will be thrown away.

9.03

During searches of the lunches, unauthorized items or meals will be confiscated or thrown away.

Chapter 10 Uniforms and Personal Appearance

10.01

JJAEP uniforms are

- White Collar Shirt (short or long sleeved) **Only a SOLID WHITE undershirt is allowed**
- Khaki Dress Pants (No denim style, cargo , capris, or skinny jeans)
- Brown or black belt
- White shoes / white shoe laces
- White or black socks

10.02

Students are responsible for maintaining their uniform in a neat, clean and odor-free condition,. This includes not only washing but ironing and mending as necessary.

10.03

Students are to wear their uniform as follows:

- Shirts are to be tucked in
- Pants are to fit properly, not too tight, or baggy. Pants are not to be tucked in shoe/ socks or rolled up.
- Students shall not wear uniforms with holes or stains, must stay neat and clean at ALL TIMES
- No jewelry is allowed at any time (ring, watches, body rings, necklaces) No CLEAR rings or spacers are allowed.
- Students are not allowed to wear shorts/ capris for any reason

10.04

The final determination for appropriateness of particular uniform items will be at the discretion of Lead Officer Lewis or a JJAEP administrator. Failure to comply with this uniform will result in disciplinary actions, ex. Detention Jumpsuits.

10.05 Tattoos and Body Piercing

Upon registration all visible tattoos that the juveniles possess will be photographed and stored in our Juvenile Probation database and may be used to identify possible gang affiliation or any other identification purposes. **Photos will be taken of any new tattoos that a student gets while still enrolled at JJAEP as well.**

No CLEAR rings or spacers are allowed in any body piercing.

10.06

All existing tattoos will be covered by some means while on campus. Students must arrive at school with them covered. Loss of points could be a result if not covered up.

10.07

Dress Code and Grooming Standards

- Sunglasses, hats, and baseball caps are prohibited.
- Hair dyed an unnatural hair color is prohibited
- Acrylic nails, and / or overlays are prohibited
- Unnatural colored contacts are prohibited
- Nail polish, lipstick, gloss and lip balm is not acceptable
- Fingernails shall be plain and trimmed. (No longer than 1/8 inch and clean underneath)
- Notching or shaving of eyebrows are prohibited
- Any clothing and hair styles that brings unnecessary attention or is not within the uniform dress code is considered disruptive and unacceptable.
- Hair shall be neat and clean, and groomed and not to interfere with student's vision or be a distraction to the learning environment.
- Visible passion marks are not acceptable
- No layering of clothes (one pair of socks, no shorts/ pants/tights are allowed under uniform pants or layering of bras)
- One white undershirt is allowed

10.08

The students will not be allowed to leave school to change clothes. Disciplinary action will occur if the student refuses to wear the detention jumpsuit. Repeated offenses may result in more serious disciplinary action. I.e. suspension.

Boys

No facial hair is allowed unless a student is on level (3) Green and above with staff approval.

Facial hair is any hair that grows on the face.

Facial hair must be shaven at home

Long hair must be put in a ponytail. They are not allowed to take it down until they leave the JJAEP campus.

Any students who enter unshaved will be required to shave at school.

Pants are to be worn at the hip bones, no sagging is allowed

Haircuts and styles must not interfere with the learning environment.

Girls

Pants should not be tight fitting; Skirts, dresses, or shorts are prohibited.

Proper under garments must be worn at all times

Hair shall remain out of eyes. While on levels (1) RED and (2) YELLOW girls must have their hair in a ponytail or braid. They are not allowed to take it down until they leave the JJAEP campus.

Simple and plain headbands are allowed; hair pins and other hair accessories will not be provided

10.09

Failure to comply with the dress code will result in a student having to wear a detention jumpsuit. On the 3rd dress code violation, the student will be suspended for one day, which can result in an extended expulsion. Parents/ guardian will be notified if their child is in dress code violation. Students are to return the following day in compliance. Failure to comply with these standards will result in further disciplinary actions.

Chapter 11 Trespassing

11.01

By law, students who are expelled from their home campus to the JJAEP are not permitted to attend Any School related events, in doing so student may be charged with criminal trespassing.

11.02

Collin County JJAEP is operated as a closed campus. This means that a student may not leave unless he or she has received authorization and has signed out according to established procedures. Students 18 years of age may not sign themselves out for any reason, unless permitted by administration.

11.03

If a student is caught anywhere other than the JJAEP, they will be considered trespassing. By signing this handbook, you acknowledge that you understand this order. If this occurs once, which would be your second warning, the next time would be considered a class B misdemeanor and will lead to a citation and/or arrest.

11.04

Students are to follow their approved class schedule. Students must report to the class in which they are assigned to and are not allowed to go to any other classroom unless permission from staff is given.

Chapter 12 Student Behavior and Discipline

12.01

While attending classes in the JJAEP students are responsible for their behavior. The teachers are there to give the proper education in preparation for the future. Probation officers are set in place to assure every student abides by the policies and procedures of the Collin County JJAEP Students are also responsible for following all rules, procedures, schedules and directions from staff while at the JJAEP Students will show respect through words and actions for others and themselves. Staff and visitors will be addressed as **"Mr.," "Ms." Or "Officer" and their name at all times.**

12.02

Staff will document in behavior folders if any of these rules have been violated. Violations of these rules and any other policies in this handbook will result in loss in points and disciplinary action if necessary.

12.03 Any student that is on probation will have daily/ weekly behavior, grades and attendance reports sent to their probation officers. For students who are not on probation, these weekly reports will be given to the home campuses.

12.04

Here is a list of rules that students must follow. Not following these rules will result in loss of points and privileges. Any student that violates any of these rules will be documented in their behavior folder.

1. Out of dress code
2. Failure to walk in a single file line on right hand side/ Hands behind back
3. Not in possession of behavior folder
4. Pencils removed from the classroom
5. Failure to have a HALL PASS/ permission from staff to be on the hallways
6. Failure to enter the classroom quietly
7. Talking without permission
8. Running or horse playing
9. Out of seat without permission
10. Failure to follow verbal directions from staff
11. Disrespectful actions towards, staff, peers or guests
12. Leaving class without permission
13. Failure to report to class
14. Not sitting properly in desk (both feet on floor, under the desk)
15. Drawing/ Note writing
16. Cheating
17. Sleeping/ Propping Head
18. Not working/ off task
19. Destroying Property
20. Stealing
21. Throwing objects
22. Removing Assignments/Books or Folder from classroom without permission
23. Gum/Food in classroom or removed from lunch area
24. Not Completing/ Turning in Homework
25. Profanity/ inappropriate conversations
26. Touching students or staff
27. Manipulating staff
28. Repeated Redirection

Chapter 13 Behavior Management (Level) System

13.01

This program is based on a four-part system. The student is responsible for carrying a folder representing the color level they have earned. Students earn daily points for behavior, participation and following the rules of the program.

13.02 **Positive Reinforcement**

The JJAEP staff also motivates students to live up to the expectations through positive reinforcement, which includes, but not limited to dress code pass, lunch parties, movies, field trips, etcetera.. At the staff's discretion these can be daily, weekly, or by a student's level. Each student is evaluated and rewarded by the expectation of that student.

13.03

Students can earn up to 7 points per day, one (1) per class period. Upon enrollment each student will be placed on Level 1 Red. After 15 successful days, the student has opportunities to level up. Each level is 15 successful days or by nomination.

	Boys	Girls	Lunch	Level UP
1st-Red	Uniform, Clean shaved, no hair gel or hair spray	Uniform, No makeup, hair in ponytail	Lunch workouts, No talking during lunch NO Sweet treats, line up separately	Know the Gator Pledge 105 points, 90% attendance, passing core classes with a 70 or above.
2nd-Yellow	Uniform, Clean shaved, no hair gel or hair spray	Uniform, No make-up, hair in ponytail	Lunch workouts, Sweet treats Fridays ONLY, field trip eligible	105 points, 90% attendance, know the RULES. Students can be nominated by staff to move up a level for exceeding the rules, must have at least 55 points and passing ALL Classes .
3rd-Green	Facial hair	Make-up and hair down	Sweets, money for lunch,(delivery lunch/ Fridays ONLY) off campus field trip eligible	
4th-Blue	Allowed to drive, facial hair, own clothes, according to dress code guidelines	Allowed drive, Make-up /hair down and own clothes according to the dress code guidelines	Sweets, money for lunch,(delivery lunch/ Fridays ONLY) field trip eligible	Passing all classes, and writes a One Page essay. Staff will come up the subject manner.

13.04

Free Fridays (no lunch workouts)- Levels 2-4 on officer's discretion. Students can be dropped down from **ANY level** as staff feels necessary for **violating ANY of the policies and procedures**.

13.05

Each CIRCLE on behavior sheets will equal a loss in 1 point!

- **3 points lost= repeat week**
If a student receives 3 (circles) points lost for the week, the student REPEATS the week over. (Which means student doesn't gain any points for that particular week)
- **4 or more points lost= dropped to day one RED!**
Students who are dropped to day 1 Red will have physical training exercises that must be completed that day.
Levels 3(Green) and 4 (Blue) will be dropped (officer's discretion) a level for loss of points.

13.06

Students can be dropped down from ANY level as staff feels necessary.

Behavior Folders and copies of any incident reports will go home EVERY THURSDAY, unless scheduled otherwise.

Students must have PARENT/ GUARDIAN sign the behavior/ grade sheet and return it the following day:

- Lost folders- will ONLY one replacement will be provided and physical training exercises. Student will NOT RECEIVE another folder; student will remain on Level 1 Red for the remainder of their expulsion.
- Forgotten Folders -physical training exercises and loss of points.
- **Students will not be allowed to call parents to bring folder**

13.07

Folders are to be kept NEAT and CLEAN. **No writing or drawing on folders!!***Here is an example of the behavior sheet that students will bring home weekly for parents and guardian. These sheets will have progress notes showing violations of policies and procedures, current cumulative grade average in each class and any additional comments from staff. These progress notes are very important to monitor your child's grades and behavior on a weekly basis. Students will bring folders home every Thursday and students must return them on Friday. Failure to do so will result in disciplinary action.

***Please be advised that this is a once- a-week notification if you need more notification you must notify the school.**

Name _____ Week **Aug 22-28**

B=Behavior P= Participation T= Teacher Report

Points:	FRIDAY 11th	MONDAY 14th	TUESDAY 15th	WEDNESDAY 16th	THURSDAY 17th
1 st Period	B / P/ T	B / P/ T	B / P/ T	B / P/ T	B/P/T Grade _____ *
2 nd Period	B / P/ T	B / P/ T	B / P/ T	B ● T	B/P/T Grade _____ *
3 rd Period	B / P/ T	B / P/ T	B / P/ T	B / P/ T	B/P/T Grade _____ *
4 th Period	B / P/ ●	B / P/ T	B / P/ T	B / P/ T	B/P/T Grade _____ *
5 th Period	B / P/ T	B / P/ T	B / P/ T	B / P/ T	B/P/T Grade _____ *
6 th Period	B / P/ T	B / P/ T	B / P/ ●	B / P/ T	B/P/T Grade _____ *
7 th Period	B / P/ T	B / P/ T	B / P/ T	B / P/ T	B/P/T Grade _____ *

Tutoring Attendance	P	P	P	P	P
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Homework	P	P	P	P	P
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Daily Points Earned					
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Weekly Comments:
Date/ Period _____

Points Lost= 3 repeat week
=4 Day 1 RED

Parent /Guardian _____

addition comments see back

*JJAEP weekly grades reflect a cumulative and current average for each class a student is enrolled in. The cut-off for assignments to be counted for the week is 3:45 PM Wednesday afternoon. A zero is given for any missing or late assignment due to an absence. The zero will be replaced once a student makes up the work and the current grade will be adjusted.

13.08 Weekly grades

JJAEP weekly grades reflect a cumulative and current average for each class a student is enrolled in. The cut-off for assignments to be counted for the week is 3:00 PM, the end of the school day, Wednesday afternoon. A zero is given for any missing or late assignment due to an absence. The zero will be replaced once a student makes up the work and the current grade will be adjusted. A parent or guardian MUST sign EVERY student's folder every week.

13.09

It is the policy of the Collin County JJAEP, that the following sanctions are prohibited regarding student discipline

- Corporal punishment, physical abuse, humiliating punishment or hazing
- Deprivation of food and water
- One student sanctioning another
- Expulsion

Chapter 14 Student Suspension/ In school-suspension

14.01

Students can be suspended from the JJAEP on various student code of conduct violations. This action will be based on the number of write-ups, incidents and officer redirections that a student receives. Suspension of students is determined by the administrator and or the Campus Behavior Coordinator, Kathy Owens, Ms. O. A verbal and written notice will be provided by the Campus Behavior Coordinator to the parent or guardian at this time. Once parents are notified of suspension, parents are asked to pick up their child.

The consequences for a suspension will include, but not be restricted to following:

- Extended expulsion
- Returning to court
- Having your probation modified.
- Being placed into Juvenile Detention Center

If a student is placed in In School Suspension (ISS) a verbal phone call will be made to parent/guardian at this time and also a written notice of this placement.

14.02

Any behavior questions, the Campus Behavior Coordinator, Ms. O can be contacted at 972-548-6459.

Chapter 15 Technology

15.01

County resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Misuse or destructive behavior will result in disciplinary action and termination of privileges. Criminal charges or probation violations may also be filed for destruction of property

Chapter 16 Student Operating System Procedures

16.01 General/ Daily activities

- Students are not allowed to speak unless they receive permission to speak by an adult or they are answering a question that was directed at them. A student must raise their hand and then wait for staff to acknowledge them, giving them permission to speak.
- Students must remain in stand with head and eyes straight in front, hands in the small of the back, feet shoulder width apart. While moving students must walk with both of their hands behind their backs and walk on the right-hand side.
- When student are moving from one location to another in the building, and if a student refuses, the student will receive two verbal warnings. If the student still refuses then, on the third attempt JJAEP staff may have to assist the student, if appropriate.
- Students in the classroom will have their eyes on the teachers or assignment, forearms on the desk and feet flat underneath the desk. No propping head or sleeping on class.
- Student will only use the JJAEP-issued black homework folder and behavior folder (color depends on student's level). Folders are subject to be search/ inspection at any time. Writing, drawing, or any un-approved papers will be confiscated by staff members.
- All homework must be complete before morning arrival and CANNOT be completed upon arrival.
- Student will use their full names on assignments.
- The classroom and office phones are for school business only and may be used only in the case of an emergency. Messages from a parent can be relayed to a student if necessary. Students will not be able to call for forgotten lunches, transportation issues, forgotten behavior folder, or dress code violations at any time. Students will not be allowed to use the classroom phones or office phones at any time for any reason.

16.2 Morning Arrival

- Upon morning arrival student will enter in through the south entrance, no later than 7:45am, in compliance with full dress code.
- Students must sign in saying that they are present. Student signature must be legible and time that they arrived.
- If a student bring their lunch, they must place it in the cart to be searched by JJAEP staff
- All students will be searched upon arrival. Students then will remove their shoes, socks, belts and jackets. Students will hand their items to the searching officers to search and the student will walk through metal detector.
- Once a student passes through detector, will be instructed to assume the pat down search position and a JJAEP staff member will conduct a pat down search of the student.
- After students are searched and in dress code compliance, students are to report to home room.

16.03 Hallway

- Students are not allowed to be in the hallways unless student has permission from JJAEP staff member. When students are moving from one location to another in the building, students must walk on the right-hand side of the hallway, with their hands behinds their back.
- Students will carry any folders behind their backs as well.

16.04 Bathroom Break

- Students will have scheduled bathroom breaks throughout the day. Bathroom breaks are prohibited during class time.
- Students will be supervised at all times by the same gender JJAEP staff during breaks.
- Students are required to wipe or clean any messes that he/ she made while using the facilities.

16.05 Entering classroom

- Students must enter the room quietly with their hand behind their backs. They place their behavior folder in the designated area and gather all their required materials and sit in their assigned sits.

16.06 Independent Reading

- Student will have opportunities to check out books from the library to read after work is completed.
- Books can be checked out up to 5 days and then must be checked back in or out.

16.07 Afternoon Dismissal

- Class is dismissed at **3:00 p.m.** and students will be dismissed by arrival of bus / parent pick up. All students will be escorted out of the south doors.
- Parent pick-up parking is located east of the building. Parent- pick up must not interfere with the bus lane.
- All students will be picked up directly in front of the JJAEP main doors. Students are prohibited from walking to their ride outside the designated pickup area.
- Students are to remain in dress code at all times while exiting the building.
- Only parents/ guardian or approved person are allowed to pick up students. Only student's parent or guardian can give permission for authorized persons to pick up their child. Approved person must be over the age of 18 with a valid driver license to pick up a student.

Chapter 17 Physical Training Program**17.01**

Each JJAEP student will follow standard physical training exercises. This program is to not only keep students physical fit, but it also means to aid in a structured environment and any violations of the Student Code of Conduct handbook. Each exercise will be done in rhythm and voice command by an officer.

17.02

We understand that not all students will be physically capable as others, but a 100% effort is required of every student at all times. Failure to participate or disruption will result in further disciplinary action; **ARREST can be the last resort.**

These workouts are designed for concern of the safety of every student, and a student will not be asked to do anything that he/she is not capable of doing. These workouts are not designed as a means of mistreatment or intimidation but simply for structure and discipline while attending the JJAEP.

17.03

The time allotted workouts for students on level 1 and 2 of the Behavior Management color chart, is exactly (20) twenty minutes before lunch and is not to exceed this time. However, if a workout is not complete it will be made up at another time. Unless noted specifically by a doctor's orders, a student will be required to complete each workout in its entirety.

17.04

If a student is **NOT** able to participate in physical activities, **a doctor's note will need to be provided within three days**. Student or parent notes are not acceptable. If a note from a licensed physician is provided, the student will be excused from **all physical activities** for the time specified in the note.

17.05

No special privileges will be given due to race, gender, and etcetera. The only exception will be when a student has earned a level 3 color or higher, they will no longer have to participate in workouts. This is an earned privilege. A parental note will not ensure that a student does not have to participate in some form of exercise. For example, a fractured wrist will not eliminate lower body workouts unless specified by a doctor.

17.06

We as staff here at JJAEP will adhere to these policies placed in your student handbook and ensure that each student is made aware of these standards so that while attending JJAEP they feel they are being treated fairly and equally during their expulsion.

17.07

The following is a list of the basic exercises performed here at JJAEP and these are in no specific order and are subject to change.

- ❖ **STANDARD PUSH-UP:** Hands shoulder width apart down and up on voice command with chest not touching ground
- ❖ **WIDE GRIP PUSH-UPS:** Same as standard just hands placed wide as can comfortably
- ❖ **CLOSE GRIP (DIAMOND PUSH-UPS):** Hands in shape of a diamond down on voice command and up without chest touching ground
- ❖ **6-COUNT PUSH-UP:** This is a 6-count pause push-up where each student will be in a regular push-up position but pause down 1, 2, 3 and up 1, 2, 3.
- ❖ **MOVING PUSH-UPS:** While in a push-up position student will move left or right on command using hands and feet to move. On command student will do a standard push up. This will be repeated by the officer for repetitions.
- ❖ **DIPS:** This exercise is performed by placing hands next to hips facing forward with hands at the edge of a chair, rail, or seat. On command the student will bend the arms with legs out in front using arms only.
- ❖ **SQUATS:** Students will stand with his/her legs shoulder width apart placing hands either on their hips or on top of their heads squatting down on command and up on command
- ❖ **LUNGES:** Each student will lunge forward with each leg rotating with weight on the foot and then back to its starting position. This can be done in place or in a walking motion.
- ❖ **SKY JUMPS:** Each student will line up facing a wall. Position will begin from a full squat below parallel and upon command jump with hands as high as he/she can and back to starting position (each jump on command)
- ❖ **FROG HOPS:** Students will begin in a kneel down position with hands out in front and on command will jump towards his/her hands

- ❖ **WALL SITS:** This exercise will consist of a student keeping shoulders and back against a wall and squatting to 90 degree angle for a minimum of 30 seconds at a time
- ❖ **BEAR CRAWLS:** Students will be face downward supporting his/her bodyweight on hands and feet. Advance forward or backward by moving arms and legs in a coordinated manner
- ❖ **BURPEES/SQUAT THRUST/UP-DOWNS:** This exercise has many names but is consistent on how it's performed. Student will jog in place and upon command will drop down to a push-up position and back to his/her feet as quickly as possible
- ❖ **CRAB WALK:** Assume a sitting position while lifting hips off ground and hands and feet supporting body weight. Face upward and support bodyweight with hands and feet moving forward or backward by quickly shuffling hands and feet
- ❖ **RUN:** Running will mainly consist of line running. Each student will sprint to a specific line placing hand on the line and back to the starting position. For example (5yds & back, 10yds & back, 15yds & back, 20yds & back, 30yds & back, etc.)
- ❖ **MILE/STATIONARY RUN:** A student will be required to run or jog by himself/herself for a specific amount of time and/or distance
- ❖ **LEG LIFTS:** Lying on back with hands under hips raise legs straight up to 90 degrees then back down to six inches from the floor not allowing heels or feet to touch. (These will be on command)
- ❖ **ABDOMINAL CRUNCHES/TWISTS:** Lying on back flex hips and knees while placing hands behind head and interlace fingers. Move both knees toward chest upon command while driving shoulder blades off ground
- ❖ **JUMPING JACKS:** Stand with your feet together and arms by your side. On the count of one jump into the air slightly bring feet shoulder width apart while bringing arms in the air over your head. On two count jump again bringing feet back together and arms to your side. Repeat this for the number told by staff.
- ❖ **JUMP ROPE/LINE HOPS:** Stand with arms out and palms up and jump on command as if using a jump rope. Stand on one side of a line and jump with both feet to each side repeatedly.

Chapter 18 Counseling Services

18.01

Counseling services are made available to juvenile students at JJAEP who wish to participate. The student and parent/ guardian are asked to sign a release form for these services. Crisis intervention services are available on an as-needed basis.

18.02

Academic counselor is available to students throughout the morning. Students must make a request to a teacher or officer and the MISD personnel will be notified.

Chapter 19 Complaints and Grievance Procedures

19.01

Students that have a complaint should first bring the matter up with a teacher or officer at the JJAEP. If the outcome of that discussion is not satisfactory, a written grievance may be filed. Grievance procedure and policy provides that each child be afforded one level of appeal on all grievances. Grievances can be given to a staff member or placed in the grievance box located on "A" hallway. This appeal will be forwarded to the JJAEP director, Felicia Chism or Assistant Director, Kathy Owens. A copy of each grievance filed shall be provided to the student's parent and forwarded to

administration. Grievances are not to be filled out during academic time and cannot disrupt the operations of the program.

19.02 Sexual Harassment/Sexual Abuse

Students must not engage in unwanted and unwelcome verbal and/or physical conduct of a sexual nature directed toward another student or JJAEP staff. This prohibition applies whether the conduct is by word, gesture, or any other conduct, including requests for sexual favors. All students are expected to treat other students and JJAEP staff with courtesy and respect; to avoid any behavior known to be offensive; and to stop these behaviors when asked or told to do so. Allegations of sexual harassment or misconduct will be investigated by JJAEP staff and reported to law enforcement agencies as necessary.

19.03 Zero Tolerance Policy

The Collin County JJAEP takes a “ZERO TOLERANCE” stance on activities that include possession of weapons, illegal drugs, alcohol, engaging in gang activity or violent acts: taunting, teasing, bullying, harassment and any other abusive behavior against a person. Students shall understand that threats or actual acts of physical violence will not be tolerated. Any acts against students, teachers, staff or imminent threats to self, will result in notification of law enforcement authorities and will be considered a violation of the order of diversion.

Chapter 20 Community Outreach/ Service

20.01

Students will have opportunities to give back to the community and also obtain community service hours if needed. Students also have opportunities to work in the JJAEP Outreach center. This is clothing and soon to be a food pantry that is available for families of students enrolled at JJAEP. Please contact administration if services are needed.

20.02

Our program is currently working with the Collin County Animal Shelter. Students will be helping the animals in the shelter be prepared for adoption and also learn the responsibilities of caring for an animal.

20.03

Participation in the program is based on student’s behavior, current with classroom work and grades. Parent/ Guardian must sign a permission note to allow their child to participate in the activities.

Chapter 21 Student Responsibilities and Expectations

21.01

“Students” includes juvenile and adult students

1. Students must know, **understand and follow the rules**, procedures, schedules and directions of the staff while at the JJAEP.
2. Students have the responsibility of not discriminating against others and not using language or behavior in a manner which would imply prejudice or discrimination.
3. Students will **ignore** statements, actions, or comments of other students that may be disruptive or inappropriate. Students will concern themselves with only **their behavior**.
4. Students will refrain from **inappropriate** language or other matters deemed inappropriate by the staff or teachers.
5. Students have the responsibility of asking for medical treatment if they need it.
6. Students have the responsibility to not use drugs, alcohol, inhale intoxication vapors or become involved with the manufacturing, sale or use of any dangerous drugs and must submit to a urine analysis (drug test) upon request from staff.
7. Students have the responsibility of **knowing** what they can and cannot bring to the JJAEP.
8. Students have the responsibility to conduct themselves appropriately and cannot pass, distribute or exchanging items on campus. Refusal will result in disciplinary actions.
9. Students have the responsibility of **not** being destructive or cause damage to any of the property of the JJAEP program. The computers, books and supplies are considered State and County property. Charges can and will be filed for willful destruction of these items.
10. Students have the responsibility of maintaining their clothes and hair in a neat, clean and ODOR free condition.
11. Students have the responsibility to understand and abide by the physical fitness program policies and procedures. They will bring proper documentation if needed.
12. Students will **accomplish and complete all assigned work** to the degree expected by the teacher and to the best of their ability and attend all classes according to their assigned schedule.
13. Students have the responsibility of requesting MISSING work from their teachers when absent for any reason.
14. Students **will refrain from drawing** on desks, clothing, books, folders, homework assignments and etcetera. Drawing is only allowed with teacher’s permission.
15. Students have the responsibility to either bring their lunch or requesting a lunch upon arrival on the attendance sheet.
16. Students are responsible for taking home weekly behavior folders with grades and have parent/ guardian sign and return it to JJAEP the following day.

Chapter 22 Parent Responsibilities

22.01

As students have responsibilities, parents are required to adhere to specific responsibilities while their child is at JJAEP. It is essential that staff, parents, as well as students work together to successfully complete of the program.

1. Parents/ guardians are responsible to transporting students to and from school **on time (no later than 7:45 a.m. and 4:00 p.m.)**, if school transportation is not available.

2. Parents have the responsibility for providing updated addresses and phone numbers to the front office within three days of change.
3. Parents have the responsibility to **inform** staff of authorized persons who can and cannot pick up their child.
4. Parents have the responsibility to ensure their child is in uniform and complies with the dress-code guidelines.
5. Read and **sign** student's weekly behavior folder and teacher reports.
6. Attending school meetings and functions.
7. Providing doctor documentation when applicable.

Chapter 23 Completion of Program

23.01

When a student is approaching their exit date, their home campus will be notified by JJAEP staff.

Parent/ student will receive a copy of completion of the JJAEP program and where the student is to report the following school day.

Chapter 24 Final Acknowledgment

- I understand that it is my responsibility to know, understand and follow ALL rules, procedures, schedules and directives of the Collin County JJAEP.
- I understand that it is my responsibility to respect all other students, staff and myself. I will not discriminate against others; use lewd or offensive language or participate in behavior which would imply prejudice or discrimination. I understand that if I violate this, disciplinary action will be taken against me. (Student/Parent)
- I understand it is my responsibility to request medical treatment if needed. (Student)
- I understand that it is my responsibility not to bring, pass or exchange prohibited items on the JJAEP campus. (Student)
- I understand that it is my responsibility to maintain my uniform and personal hygiene in a neat, clean and odor free condition. (Student/ Parent)
- I understand that it is my responsibility to notify JJAEP of any changes in contacts address, phone numbers and authorized persons for pick up. (Parent)
- I understand that is my responsibility to follow the grievance procedures in handbook in making a complaint regarding a student, teacher or officer. (Student/ Parent)
- I understand that physical fitness is a part of the program and 100% effort is required. (Student)
- I understand that Collin County JJAEP will not be responsible for lost, damaged or stolen property that was brought on campus without permission by the Collin County JJAEP staff. (Student/ Parent)
- I understand that students are prohibited to leave the school without permission and have to be under supervision at all times and that if found unsupervised on the JJAEP premises, it will be considered trespassing. (Student/ Parent)
- I understand that it is my responsibility to attend, participate in all classes and classroom activities. (Student)
- I understand that is my responsibility to report grades to my parent/ guardian and return behavior sheet and incident reports the following day. (Student)
- I understand that it is my responsibility to sign my child's behavior log sheet and monitor their grades. (Parent)

I hereby certify that I have received a copy of the Collin County JJAEP 2015-2016 Student Handbook / Code of Conduct and its contents have been explained to me.

 Student Signature

 Print Student Name

 Date

 Parent/ Guardian Signature

 Print Parent/Guardian Name

 Date

 Witness Signature

 Print Witness Name

 Date

